

SAN DIEGO COUNTY HISTORIC SITE BOARD

INFORMATION REQUIRED FOR LANDMARKING APPLICATIONS

Revised 08/31/2009

The Historic Site Board was established by the Board of Supervisors by Ordinance 9493 dated 8/14/2002 and Section 396.7 of the County Administrative Code, to landmark significant historic and prehistoric cultural resources in the County of San Diego.

Landmarking requires that the Historic Site Board (HSB) members and staff have adequate detailed information available for the evaluation of your application. You may perform the research and compilation of the information yourself, or you may retain the services of a professional for that purpose. However, even if you choose the latter, your own research will be of assistance and potentially reduce your costs, and increase your appreciation of the resource you own.

The HSB staff is available to answer your questions on the landmarking process. For assistance with the application forms or with the following required information, please contact

Gail Wright at (858) 694-3003 or Gail.Wright@sdcounty.ca.gov

Donna Beddow at (858) 694-3656 or Donna.Beddow@sdcounty.ca.gov

Diane Shalom at (858) 694-3721 or Diane.Shalom@sdcounty.ca.gov

Heather Kwiatkowski at (858) 694-3716 or Heather.Kwiatkowski@sdcounty.ca.gov

Executive Summary

Provide an overview of the application, including what and where the resource is located, and which criteria for listing the resource is believed to meet (see below). Include a statement identifying which components (structures and landscape and hardscape elements) are to be included in the nomination. For example the listing may include only the residence; or, it may include the residence, detached garage, and gazebo, but not the pool and pool house. Another example would be that the listing would include the house, the landscaping and the rock wall.

Significance

Significance criteria, as defined by the San Diego County Local Register of Historical Resources Ordinance 9493 and Section 396.7 of the County Administrative Code Section (e).(2) include the following:

- V. (b) (1). Is associated with events that have made a significant contribution to the broad patterns of San Diego County's history and cultural heritage. Examples include resources associated with the Battle of San Pasqual, gold mining in the Julian area or the early growth of the San Diego area. These resources would be considered significant because it is associated with an event that has made a significant contribution to the broad patterns of San Diego County's history and cultural heritage.
- V. (b) (2). Is associated with the lives of persons important to the history of San Diego County or its communities. Examples include resources associated with the life of George W. Marston, Kate Sessions, John D. Spreckels, Ellen Browning Scripps, Ah Quin, Manuel O. Medina, Jose Manuel Polton (Hatam), Jose Pedro Panto, Manuel Olegario Calac (or Sali), or Tom Lucas would be considered significant because they are associated with the lives of persons important to the history of San Diego County or its communities.

- V. (b) (3). Embodies the distinctive characteristics of a type, period, San Diego County region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values. Examples include resources representing the work of architects William Templeton Johnson, Irving Gill, Lilian Rice, or Hazel Waterman would be considered significant because they represent the work of an important creative individual; or if a resource is identified as a Queen Anne, Mission Revival, Craftsman, Spanish Colonial, or Western Ranch Style structure, it would be significant because it embodies the distinctive characteristics of an architectural type or period.
- V. (b) (4). Has yielded, or may be likely to yield, information important in prehistory or history. For example, a milling feature associated with the La Jolla prehistoric period, the floor of a prehistoric structure, or an historic stone dam would be significant because it is considered unique and is likely to yield information important to prehistory.

In order to address the above-referenced criteria, we recommend that your report include the following sections and subsections as well as a conclusion as to which of the criteria your resource applies: Note: see Additional Information below for types of resources eligible for nomination

1. Provide an explanation of which one or more of these criteria the property is met by your residence, structure, landscape or archaeological site, and why. Note: Criterion V.(b).(4) almost always applies to archaeological sites, though it may also apply to other types of resources.
2. Historical Context
Describe how the resource relates to the history and/or prehistory of San Diego County, and what the time period for which it is significant.
3. Biographical Information
As applicable and as researched, provide information on original owner(s) and occupant(s), architect, landscape architect, builder, subsequent owner(s) and occupant(s)
4. Detailed Description of Resource
For a structure, describe the structure in detail, including how it has changed over time and its present condition. A series of floor plans may be helpful in this effort. If applicable, also describe the landscaping and how it has evolved. For other types of resources, provide a description, as appropriate.
5. Subsurface Components
Were there formerly structures or features present portions of which may still exist below the surface? Examples include outhouses (privies) and various other outbuildings.
6. Archaeological Sites
If the resource is not an archaeological site, is there potential for subsurface resources? If it is an archaeological site, has the site been tested? If so, provide a copy of the survey/testing report. The report must contain detailed description of CEQA and RPO significance.

Bibliography

Provide citations for references used.

Appendices

Include in appendices additional applicable information, such as:

1. Copy of most recent deed (Required)
2. Legal description (Legible Copy Required)
3. Chain of title (Required)
4. Historical photographs, including aerial photographs, if available (specifically 1928 aerial photograph) depicting features of the property (Required). The 1928 aerial photographs are now digitized and can be obtained from the County at 5201 Ruffin Road.
5. Photographs of the property and the setting as it currently exists, from all four directions (Required)
6. Site plans and/or aerial views showing property lines and the locations of structures and major landscape and hardscape elements (Required). The plans and/or views must include the entire parcel and all elements. The area to be landmarked must be clearly highlighted. In addition to the main residence or structure, other elements that are to include, as applicable:
 - a. Mature landscaping
 - b. Walls
 - c. Driveways
 - d. Pathways
 - e. Outbuildings
 - f. Boulders or rock formations
 - g. Pools
 - h. Additions to the main residence or structure, if known
7. At a minimum, include maps which show the location of the property or which help to represent or understand the significance of the resource. Include a USGS topographic map and a Thomas Brothers page map. One source for maps is SanGIS, a joint powers agency of the City of San Diego and the County. See www.sangis.org, call 858-874-7000, or visit their office at 5469 Kearney Villa Road, Suite 102, San Diego, CA 92123.
8. Copies of significant articles from newspapers, magazines, etc., which help to represent or understand the significance of the resource
9. Copies of permits, notices of completion, etc.

ADDITIONAL INFORMATION:

Types of resources eligible for nomination:

1. **Building.** A resource, such as a house, barn, church, factory, hotel, or similar structure created principally to shelter or assist in carrying out any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.
2. **Site.** A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the

location itself possessed historical, cultural, or archaeological value regardless of the value of any existing building, structure, or object. A site need not be marked by physical remains if it is the location of a prehistoric or historic event, and if no buildings, structures, or objects marked it at that time. Examples of such sites are trails, designed landscapes, battlefields, habitation sites, Native American ceremonial areas, petroglyphs, and pictographs.

3. Structure. The term "structure" is used to describe a construction made for a functional purpose rather than creating human shelter. Examples of structures include mines, flumes, roads, bridges, and tunnels.
4. Object. The term "object" is used to describe those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed, as opposed to a building or structure. Although it may be moveable by nature or design, an object is associated with a specific setting or environment. Objects should be in a setting appropriate to their significant historic use, role, or character. Objects that are relocated to a museum are not eligible for listing in the Local Register. Examples of objects include but are not limited to fountains, monuments, maritime resources, trains, planes, sculptures, and boundary markers.
5. Historic District. Historic districts are united geographic entities that contain a concentration of buildings, structures, objects, and/or sites united historically, prehistorically, culturally, or architecturally. Historic districts are defined by precise geographic boundaries. Therefore, districts with unusual boundaries require a description of what lies immediately outside the area, in order to define the edge of the district and to explain the exclusion of adjoining areas. The district must meet at least one of the criteria for significance discussed below in Section (b).

Those individual resources contributing to the significance of the historic or archaeological district, but not individually eligible, will also be listed in the Local Register. For this reason, all individual resources located within the boundaries of an historic or archaeological district must be designated as either contributing or as non-contributing to the significance of the district.

Integrity:

Integrity is the authenticity of an historical resource's physical identity evidenced by the survival of characteristics that existed during the resource's period of significance. Historical resources eligible for listing in the Local Register must meet one of the criteria of significance described in Section V (b), above, and retain enough of their historic character or appearance to be recognizable as historical resources and to convey the reasons for their significance. Historical resources that have been preserved, rehabilitated, or restored according to the Secretary of Interior's Standards may also be evaluated for listing.

Integrity is evaluated with regard to the retention of location, design, setting, materials, workmanship, feeling, and association. It must also be judged with reference to the particular criteria under which a resource is proposed for eligibility. Alterations over time to a resource or changes in its use may themselves have historical, cultural, or architectural significance.

ATTACHMENT TO LANDMARK REQUIREMENTS:

**DOCUMENTATION REQUIRED BY THE ZONING
COUNTER FOR SUBMISSION OF MILLS ACT
APPLICATION TO THE COUNTY OF SAN DIEGO**

NOTE:

THE HISTORIC SITE BOARD MEETS QUARTERLY ON THE 4TH MONDAY OF THE MONTH IN JANUARY AND ON THE 3RD MONDAY OF THE MONTH IN APRIL, JULY, AND OCTOBER AT THE COUNTY ANNEX, 5201 RUFFIN ROAD SUITE B, AT 6:30PM, IN THE BOARD ROOM. MILLS ACT DOCUMENTATION MUST BE SUBMITTED TO THE ZONING COUNTER AT LEAST 30-DAYS PRIOR TO ANY MEETING IN ORDER TO BE PLACED ON THE AGENDA.

MILLS ACT APPLICATION

		FEES	DEPOSIT/FEE	FEE CODE
DPLU PLANNING		---		
DPLU ENVIRONMENTAL		\$1,150	D	2653
DPW ENGINEERING		---		
DPW INITIAL STUDY REVIEW		---		
STORMWATER	MINOR	---		
	MAJOR	---		
DEH	SEPTIC/WELL	---		
	SEWER	---		
PARKS		---		
TOTAL		\$1,150		

VIOLATION FEE _____

FORMS/REQUIREMENTS**346 Discretionary Permit Application Form**

- Application for Historic Designation/ Mills Act Contract Application
- CA Department of Parks and Recreation Form # **DPR 523- A**
- CA Department of Parks and Recreation Form # **DPR 523- B**
- CA Department of Parks and Recreation Form # **DPR 523- J**
- CA Department of Parks and Recreation Form # **DPR 523- L**
- Photographs
- Historical/Architectural Study/Supporting Documents

NOTES:

- ___ 1. Twelve (12) hard copies of above-referenced documents including all reports **MUST** be submitted, in addition to, one (1) electronic copy (pdf files on a CD) of the same items.
- ___ 2. All documentation should go to Project Processing for distribution.
- ___ 3. Questions should be directed to Donna Beddow, Gail Wright or Glenn Russell.



COUNTY OF SAN DIEGO • DEPARTMENT OF PLANNING AND LAND USE

KIVA # _____

KIVA PROJECT # _____

DISCRETIONARY PROJECT APPLICATION

Case Numbers	DPLU	DPW	DEH	PARKS	OTHER
_____	_____ F/D	_____ F/D	_____ F/D	_____ F/D	_____ F/D
_____	_____ F/D	_____ F/D	_____ F/D	_____ F/D	_____ F/D
_____	_____ F/D	_____ F/D	_____ F/D	_____ F/D	_____ F/D
_____	_____ F/D	_____ F/D	_____ F/D	_____ F/D	_____ F/D
ENV# _____	_____ F/D	_____ F/D			
F/D = Fee/Deposit DPLU (F/D) ⁺ DPW (F/D) ⁺ DEH (F/D) ⁺ PARKS/OTHER (F/D) ⁼ TOTAL (F/D)					

The submitted Initial Deposit is estimated to cover **only** the initial project review (Scoping). Additional monies will be required. A project-specific cost estimate will be provided at the conclusion of Scoping, along with a letter detailing any project issues, revisions, and studies as deemed necessary for compliance with State and County codes and ordinances.

Have you had a pre-application conference? YES ☐ NO ☐ If yes, Planner's Name: _____

Is this project the subject of a code violation? YES ☐ NO ☐ If yes, provide copy of Violation Notice.

Financially Responsible Party (see Form #126): Owner ☐ Applicant ☐ Engineer ☐

Owner Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Owner's E-mail Address _____ Owner's Fax Number (____) _____

Owner Representatives:

Applicant Name _____ Phone (____) _____
(If different from owner.)

Address _____

City _____ State _____ Zip _____

Applicant's E-Mail Address _____ Applicant's Fax Number (____) _____

Engineer Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Engineer's E-mail Address _____ Engineer's Fax Number (____) _____

Project Contact Person _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Project Name _____

Project Address & Nearest Cross Street _____

Assessor's Parcel No _____

I declare under penalty of perjury under the laws of the State of California that the statements made as part of this application are true and correct. I hereby agree to provide the indemnification as required by Chapter 2 of Division 6 of Title 8 of the San Diego County Code.

 Signature of owner or Authorized Agent. If Agent signs, attach Letter of Authorization

 Date

 Print or type Signator's Name

FOR DEPARTMENT USE ONLY

General Plan Designation Existing Proposed

Regional Category Existing Proposed

For Administrative Permits and Use Permits
Describe use

ZONE		
USE REGULATIONS		
NEIGHBORHOOD REGULATIONS/Animal		
DEVELOPMENT REGULATIONS	Density	
	Lot Size	
	Building Type	
	Maximum Floor Area	
	Floor Area Ratio	
	Height	
	Lot Coverage	
	Setback	
Open Space		
SPECIAL AREA REGULATIONS		

Thomas Bros. _____ Tax Rate Area _____

Total Acres _____ No. of lots _____

Planning Group _____ Supervisor District _____

Community Plan _____

Related Cases? ☐ YES ☐ NO If yes, list case number(s) _____

Linked Cases? ☐ ☐ If yes, list case number(s) _____

Is the project in a Specific Plan? ☐ ☐ If yes, name Plan _____

Is the project within 1/2 mile of a regional park? ☐ YES ☐ NO

Is the project within the adopted airport influence area? ☐ ☐

Is the project within 1 mile of a highway? ☐ ☐

Is the project within 1 mile of a city? ☐ ☐ If yes, name City _____

Is the project within a city sphere of influence? ☐ ☐ If yes, name City _____

Is the project proposed for septic ☐ or sewer? ☐

Is the project subject to the County Groundwater Ordinance? ☐ YES ☐ NO FP-2 ☐ YES ☐ NO

Is the project a violation case? ☐ ☐

Is a Military Installation Notice required? ☐ ☐

If the subject parcel was created through a PM or B/C, please verify that all Covenants of Improvement have been satisfied. If not, don't accept the application. ☐ ☐

Is there a different owner of mineral than the owner of real property? YES ☐ NO ☐ If yes, identify name and address _____

FOR PLANNER ASSIGNMENT, PLEASE CALL (858) 694-3292

Technician's comments: _____ Technician Initials _____ Date _____